

Meeting minutes are to be considered as DRAFT until approved at next CSSC meeting.

MEMORANDUM FOR RECORD

8 December 2003

SUBJECT: Corps Specifications Steering Committee Meeting

The Corps Specifications Steering Committee met 8 May 2003, at the Bally Hotel in Las Vegas, Nevada after the conclusion of the 2003 Infrastructure Systems Conference. Freddie Rush called the meeting to order at 1:13 p.m. There were 20 in attendance, with 12 CSSC members present. The Attendance Roster is attached as enclosure 1. An Agenda list was not distributed.

ANNOUNCEMENTS/WELCOME

Jack Shelton, CESWD-MTE, will replace Robert Howell, CESWD-MTE, as the CSSC P.O.C. in CESWD. Ahsan.A.Syed, CESPd-MT-ET, will replace Tom Chamberland, CESPd-MT-ET, as the CSSC P.O.C. in CESPd.

CSI EDUCATION AND PRODUCT SHOW

Jim Quinn described the CSI Education And Product Show (previously the CSI Convention) that he attended in Chicago, IL last April, 2003. Some of the issues discussed were the MasterFormat 04 revisions; the Omni Class Classification System; International Information Standards; the new CSI Manual of Practice which will be available in June, 2004; Design and Construction after 9/11; Brick Veneer/Metal Stud Walls; Healthy Indoor Environments; Good Documents Go Bad; and Automated Specifications Systems. Two of the Automated Specifications Systems include AIA Master Specs (consisting of approximately 500 regular guides and 370 short form guides) and Building Systems Design's SpecLink (consisting of approximately 700 sections). Jim mentioned that neither these systems were as comprehensive or as easy to use as the UFGS and Specsintact.

UFGS, THE REST OF THE STORY

Good progress has been made since April, 2001. The UFGS guides have been accepted by DOD users. NASA and the Veterans Administration are interested in integrating their guides into it.

The UFGS database management was suppose to rotate between agencies but it hasn't. USACE HNC is still the manager. NIBS is providing the web site for the UFGS database. Improvements need to be made such as:

- a. Database manager appointment process
- b. Expand and update the database manager tools
- c. Consolidate the Army and Navy guides
The Army and Navy are both having trouble in consolidating the masters in the UFGS database and meeting the 5-year update program goals.
- d. Refine the review and approval process and procedures to ensure that the database remains the "official" database and that each agency control their own masters. Changes need to be made to central programming, central scheduling, central funding, and central tracking systems. It has taken us 50 years to get us this far.

REVIEW AND APPROVE MINUTES OF PREVIOUS MEETING

Since the minutes of the December 3 and 4, 2002 meeting were on the TECHINFO web site, they were not read, but a motion was made to accept the minutes and seconded; they were approved as written.

“A” AND “N” DESIGNATIONS

The December, 2002 meeting tabled a motion concerning the retention of the “A” and “N” guide designations until a survey of all of the Divisions and Districts’ opinions. If adopted, the motion would eliminate the “A’s” and “N’s” from all of the combined guides except for the approximately 30 percent (approximately 165 to 170 guides) that are unique to either the Army or the Navy. The survey was taken and no clear direction was indicated. The Divisions and Districts were approximately split 50/50 on whether to retain all of the A’s and N’s or get rid of all of them except for the 30 percent. The motion is still tabled.

The following differences between the Army and Navy guides need to be resolved during the consolidation of the UFGS guides: specification language, QC approach, and submittals.

Doug Larsen recommended that we query the Districts for any problems they may have encountered with the combined Army and Navy guides, “A” and “N” designations, etc.

Freddie mentioned that we need to identify and agree upon the issues and submit them to the Guide Specifications Working Group so that they may address them the next time they meet.

UFGS AND MASTERFORMAT REVISIONS

The proposed new CSI renumbering will create major changes to the UFGS guides such as increasing the section number to 6 digits and changing division designations. We also discussed how this would affect the current A-E selection process of guides. Divisions 15 and 16 were one problem area. It was mentioned that the UFGS’s goals for these two divisions were object-oriented but that CSI didn’t use this approach in designing their guides. Joe mentioned that the renumbering will probably have more impact on Cost Engineering than on the spec writers.

Joe Miller made a motion to do nothing for now and discuss this again at the December, 2003 meeting when we will know more about the new CSI numbering system. The motion was seconded and passed.

OTHER UFGS ISSUES

Contracting’s PD² software can provide rtf files; these are not true Word documents. Specsintact group has been tasked to give Specsintact the capability to including Word documents, such as Contracting’s Division 0 documents, in the Specsintact-generated specifications. This will be addressed at the next SI Board meeting.

Specsintact needs to create a test reports file that can be interfaced with RMS.

SI USERS GROUPS

The users groups are ok. An established list of them has been sent to the Districts, including committee members. Feedback is needed.

There is a need for a Specsintact course for new users. In conjunction with the course although separate from it, Marylee Stobbe recommended that there also be a discussion group for experienced “power-users” to discuss problems and recommendations for Specsintact.

DRAFT PF ER 1150-1-8155

Ray Duncan’s efforts in developing the draft was appreciated. Ray indicated that several problems occurred during the development and that still exist. They are:

- a. Problems with the proponents and technical representatives’ paragraphs,
- b. The Military Standard requiring this ER was confusing,

- c. Specification engineer needs defining, and
- d. The term “contract documents” to “construction documents.”

Ray Duncan called for input on ER 1110-1-8155. May 21st was set as the date for comment incorporation. The target for a final draft was scheduled for mid July. Steve Freitas and Ray will team on this issue. Suggestions provided at the meeting: Take out the sentence regarding Mil and Fed Specs being in TECHINFO. Provide hidden URL links where appropriate. The statement in the first paragraph regarding TAQ should address the PMBP and ER 5-1-11. Statement needed regarding Mil Std 300 7B. Add statement that UFGS is not required for Design-Build acquisitions.

Steve mentioned that ER 1150-1-8155 only dealt with Corps’ projects and not with other agencies such as Navy, NASA, or VA.

The notice program still exists officially to make changes to the guides and still is funded although the notices themselves are no longer issued.

PROJECT MANUAL ARRANGEMENT

Regarding Project Manual arrangement, Freddie Rush will approach this issue with the PARC. This should be a DOD level issue. UFC should be considered. CSSC will provide a recommendation on this based on PARC response.

OPEN DISCUSSION/NEXT MEETING

The next CSSC Meeting will be December, 2003. SAD requested consideration be given to holding our next meeting somewhere other than Arlington, Texas.

A motion was made to adjourn at approximately 2:00 p.m. It was seconded and approved.

Terry W. Vitt, CESWF-EC-AC
8 December 2003

ENCLOSURE 1

**CORPS SPECIFICATIONS STEERING COMMITTEE MEETING
ATTENDANCE ROSTER**

Las Vegas, Nevada
8 May 2003

Name	Organization	Phone
Freddie S. Rush	CEMVD-TD-TE	601-634-5936
Rick Dahnke	CECW-ET	202-761-4125
Ray Duncan	Specsintact Instructor	601-638-8958
Jim Quinn	CEHND-ED-ES	256-895-1821
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